

eMARS 703

Decentralized Disbursements



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eMARS Training

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eMARS Decentralized Disbursements

Introduction

The disbursement process issues checks or EFTs for payments that have been authorized as part of the Check Writer or Accounts Payable process. Checkwriter disbursements are those payments that will be received from other agencies via an electronic feed to the eMARS system, and will not be covered in this course. Non-Checkwriter disbursements, which are all payment requests directly entered into eMARS as part of the Accounts Payable process, will be covered in this course.

The disbursement options on a vendor record will control what type of disbursement (i.e. check or EFT) will be generated. Disbursement information specific to the vendor is set up on the Vendor/Customer table (VCUST) including EFT and banking information. Changes to the information may be modified using the Vendor/Customer Modification (VCM) document.

All payments recorded in eMARS will be disbursed through an Automated Disbursement (AD) document, Electronic Funds Transfer (EFT) document, or a Manual Disbursement (MD) document. These documents update various online tables and journals, which can be used to conduct online disbursement queries. Additionally, reports can be created in the data warehouse detailing check and EFT information in various formats.

The Treasury Department is heavily involved in the disbursement process. They are responsible for all check printing, bank reconciliation, and numerous other functions. All checks will be printed by the Treasury Department. Manual Disbursements will be printed on a local printer via an Adobe Form that is built into the eMARS application. AD Check print files will be generated by the nightly batch process and printed on large printers at Treasury. One print file will be created per Disbursement Category which will indicate to Treasury what to do with the checks (Seal/Unseal, Mail/Send back to Agency/Hold for pickup).

Check reconciliation will be run during the day after the file is received from the bank.

[eMARS Implementation](#)

There are several areas in eMARS that have an impact on the overall disbursement process. These areas include:

- **Discounts** – Discounts will be handled in Procurement-related documents. The discount percentage will be applied to the vendor invoice prior to the funds being disbursed.
- **Scheduled Payment Date** – Users will enter the payment due date from the vendor's invoice into eMARS. The disbursement process will be run in sufficient time for the vendor to receive their check and/or electronic fund transfer by the due date.
- **Imprest Cash** – Use of Imprest Cash is limited and decisions are made on a case by case basis whether or not an Agency retains an Imprest Cash account. These procedures do not affect the counties' Imprest Cash accounts.
- **PCard** – Payment request documents for Pcard are created in eMARS through a batch process. There will be one eMARS payment request document created each day for each billing/account number that had transactions posted that day. The payee (PNC Bank) will be specified on the header of the payment request document, while the individual vendors/merchants will be

specified on the vendor line of the payment request document so that 1099 information can be captured.

- **Escheating Checks** – The Stale Escheat batch job cancels checks that have not been redeemed after 365 days. This process will automatically escheat applicable automated disbursements, and manual disbursements. The status on the Check Reconciliation (CHREC) table will be changed from Disbursed to Escheat for these checks.

Document Code Crosswalk

Business Process	MARS		eMARS	
Current	Document Code	Description	Document Code	Description
Writing a manual check	MW	Manual Disbursement	MD	Manual Disbursement
Recording a purchase of Investment	MWI	Investment Purchase	MD	Manual Disbursement w/adjusting entry flag checked and DI57 event type
Recording a Fedwire	MWW	Fedwire	MD	Manual disbursement w/adjusting entry flag checked and DI57 event type
Recording a Vendor's debt	VO	Vendor Obligation	Record on INTR Table	Record Vendor Debt
Paying through a check	AD on GENLED	Automated Disbursement	AD	Automated Disbursement
Paying through ACH	EF on GENLED	EFT	EFT	Electronic Fund Transfer

Payment Intercepts

Payment Intercepts is the process of intercepting a vendor's payment when the vendor has an outstanding debt to the Commonwealth.

There are two types of debt in eMARS: internal and external. Internal debts originate within eMARS (Accounts Receivable documents) and external debts originate outside of the eMARS application. Internal debts are added to INTR by the AR Intercept Selection batch process that selects receivables whose number of days past due is greater than an option on the System Options table or Billing Profile table. External debts are added to INTR through an agency interface or entered manually online.

During the Automated Disbursement process at night, each payment that is eligible for vendor intercept will go through the intercept process.

EFT payment requests that are intercepted will be converted to a check. This will enable the check stub to contain relevant information for the vendor regarding the intercept and contact information if the vendor has questions about the intercept.

Funds intercepted for a department other than the paying department will create an Intercept Transfer (IT) document. The IT document contains all information related to the Intercept and the accounting distributions from both paying and receiving departments – 1st Party and 2nd Party.

Intercept Transfer Document

IT - 758- IT06000000005- 1- New- Final		Action Menu
1st Party		
▼General Information		
Document Name :		Initiator : Provider/Seller
Record Date :	03/09/2006	Delivery Date :
Budget FY :	2006	Additional Information :
Fiscal Year :	2006	
Period :	4	
Document Description :		
Actual Amount : \$33.00		
▼1st Party Information		
Vendor/Customer :	CW0000000020	Vendor Contact ID :
Legal Name :	Chris Jones	Principal Contact :
Alias/DBA :		Phone :
Address Code :	AD001	Phone Extension :
Address Line 1 :	1900 Supplies Street	Fax :
Address Line 2 :		Fax Extension :
City :	Frankfort	Email Address :
State :	Kentucky	Web Address http:// :

Entity (ENTY)

The Entity table is used to establish individual departments for whom debt is collected. In addition, the Entity table is used to associate the individual types of debt (from the Debt Type table) with the entities for whom this debt will be collected, as well as on which days those Entity and Debt Type records can be intercepted. In Kentucky, every day will be checked on this table. The Entity table will be set up centrally.

Entity

Entity	Entity Name	Debt Type
✓ 130	Department of Revenue	002
075	Kentucky Higher Education Assistance Authority	002
130	Department of Revenue	002
045	Auditor of Public Accounts	003
531	Department for Workforce Investment	003
569	EPPC- Secretary's Office	003
605	Transportation	003
736	Department for Community Based Services	003
750	Finance- Secretary's Office	003
758	Finance- Past Due Receivables	003

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Entity :

Entity Name :

Debt Type : [▶](#)
Revenue

Monday : ☒
Tuesday : ☒
Wednesday : ☒
Thursday : ☒
Friday : ☒
Saturday : ☒
Sunday : ☒

Debt Type (DBTYP)

The Debt Type table defines the unique types of debt that are managed by each entity. This table defines the priority of each type of debt. The priority specified on this table is used to establish the order in which intercepts are taken during the Automated disbursement process. The Debt Type table will be set up centrally.

Debt Type

Debt Type	Name	Priority
✓ 001	Child Support	10
002	Revenue	20
003	Other Commonwealth Departments	40
004	Kentucky Local Governments	50
005	Internal Revenue Service	60
006	Other Federal Agencies & States	70
007	Court Ordered Attachments	80

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▼General Information

Debt Type :

Name :

Priority :

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Intercept Request Table (INTR)

All debts subject to intercept are listed on the Intercept Request (INTR) table, by Taxpayer Identification Number (TIN), TIN Type, Entity, Debt Type, and Priority. It is the point of entry and control for individual intercept claims. The table contains information for specific vendors including due date, the debt type and entity owed, and the outstanding amount. The Intercept Request Table will be secured by Entity (Department) and required/appropriate users will have access to update this table.

The Print Intercept Notification Information and Debtor Address Information sections of INTR are used in the Print Intercept Notice process. When a debt has been identified for a TIN, a letter can be sent informing them that any future payments made will be subject to the intercept process.

Records added to this table by the AR Intercept Selection process will determine the Print Letter Status based on the Intercept Options and Billing Profile tables. The external debt interface layout includes the print letter status and address fields, allowing letters to be sent for external debt. When manually adding a record to this field, the Print Letter Status field can be set so that a letter will be printed for that intercept record.

Intercept Request

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	TIN	Entity	Debt Type	Priority	Outstanding	Intercepted	Transferred	Document ID
✓	454354354	130	002	20	0.00	\$0.00	\$40.00	N/A 758 UNIT 743982743892
	555116666	130	002	20	700.00	\$0.00	\$0.00	N/A 130 UNIT N/A
	555116666	758	003	40	700.00	\$0.00	\$0.00	N/A 758 UNIT N/A

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General Information

TIN :	<input type="text" value="454354354"/>	Outstanding :	<input type="text" value="0.00"/>
TIN Type :	<input type="text" value="EIN"/>	Due Date :	<input type="text" value="03/01/2005"/>
First Name :	<input type="text" value="TeleComp"/>		
Last Name :	<input type="text"/>		
BPRO :	<input type="text"/>	Comments :	<div><div></div></div>

Claim Information

Entity :	<input type="text" value="130"/>	Doc Code :	<input type="text" value="N/A"/>
Department of Revenue		Doc Dept :	<input type="text" value="758"/>
Debt Type :	<input type="text" value="002"/>	Doc Unit :	<input type="text" value="UNIT"/>
Revenue		Doc ID :	<input type="text" value="743982743892"/>
Priority :	<input type="text" value="20"/>	Acctg Line :	<input type="text" value="0"/>
Status :	<input type="text" value="Active"/>	AR Department :	ALL
Intercepted :	\$0.00	AR Unit :	ALL
Transferred :	\$40.00		
Last Offset Date :	03/13/2006		
Closed Date :			

Print Intercept Notification Information

Print Letter Status :	<input type="text"/>
Scheduled Print Date :	<input type="text"/>
Last Printed Date :	

Debtor Address Information

Legal Name :	<input type="text" value="TeleComp"/>
Alias/DBA :	<input type="text"/>
Street 1 :	<input type="text" value="140 South West 149th"/>
Street 2 :	<input type="text"/>
City :	<input type="text" value="Salt Lake City"/>
State/Province :	<input type="text" value="UT"/>
Zip/Postal Code :	<input type="text" value="87644"/>
Country :	<input type="text"/>

Intercept Activity (INTA)

The Intercept Activity table allows you to view transaction detail information on vendor intercepts. You can search by Check Number, TIN, Entity, or Debt Type. This table will be secured by Entity, so entities will be able to review the debts intercepted for them.

Intercept Activity

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Check #	AD Document	Entity	Debt Type	Intercepted	Transfer Document	RE Document
✓ 0000000000000000	AD 758 AD00000172	075	002	\$33.00	IT 758 IT060000000005	N/A N/A N/A
0000000000000001	AD 758 AD00000173	075	002	\$33.00		N/A N/A N/A
0000000000000002	AD 758 AD00000174	075	002	\$100.00		N/A N/A N/A
0000000000000002	AD 758 AD00000174	075	002	\$150.00		N/A N/A N/A
0000000000000062	N/A 758 W0000006074004	075	002	\$143.55		N/A N/A N/A
0000000000000062	N/A 758 W0000006074004	075	002	\$28.71		N/A N/A N/A
0000000000000062	N/A 758 W0000006074004	075	002	\$106.45		N/A N/A N/A
0000000000000062	N/A 758 W0000006074004	075	002	\$21.29		N/A N/A N/A

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General Information

Intercept ID : 000000000000000000018
First Name : Kent Klusch
Last Name :
Tin : 401239999
Tin Type : SSN/ITIN/ATIN
Entity : 075
Debt Type : 002
Intercepted : \$33.00
Intercept Fee : 0.00
Intercept Date : 03/02/2006
Remittance Intercept Disbursement Description :

Intercept External Allocation (INTEA)

The INTEA table is where information is maintained for external debt. Each entity that submits external debt to eMARS must have an entry on this table. This table contains the accounting strip in which to transfer any intercepted money. This table will be secured by Entity and maintained by departments.

Intercept External Allocation

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Entity	Entity Name	Debt Type	Issue Payment	Event Type Name
✓ 075	Kentucky Higher Education Assistance Authority	002	false	INTERCEPT TRANSFER W/SAME BANKS - EARNED

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General Information

Entity : 075
Kentucky Higher Education Assistance Authority

Contact : Alison Simms
Phone : 502-334-6456
Ext :
E-Mail : ashley.jones@ky.gov

Debt Type : 002
KHEAA

Default Event Type : XN10
Intercept Transfer w/Same Banks - Earned

Decrease Accounting Template :
Allocation Accounting Template : PMTS

Last Receipt Date :

Notice of Intent Text (NOIT)

This table stores text information (by Entity and Debt type) that will be printed on the Notice of Intent to Intercept Letter. The text can be changed to reflect specific information on the letter, and any contact information for the Entity should be included in this text table. This table will be secured by Entity and maintained by departments.

Notice of Intent Text

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Entity	Entity Name	Debt Type	Name
✓ 130	Department of Revenue	001	

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▼General Information

Entity : >

Department of Revenue

Debt Type : >

Notice Text :

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Notice of Intent Print History (NOITP)


NOITP stores the history of the letters printed against a debtor. This table can only be updated by the Print Intercept Notice batch process. A separate record will be inserted to this table each time a notification letter is printed or re-printed for external and internal debts on the Intercept Request (INTR) table. This table will be secured by Entity.

Notice of Intent Print History

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TIN	TIN Type	Entity	Debt Type	Outstanding	Print Date	Document ID
✓ 401230051	SSN/TIN/ATIN	130	001	500.00	03/10/2006	N/A, 130 UNIT CLAIM REFERENCE

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▼General Information

TIN : 401230051

Outstanding : 500.00

TIN Type : SSN/TIN/ATIN

Print Date : 03/10/2006

Print Letter Status : Printed

▶Claim Information

▶Debtor Address Information

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Automated Disbursements Process

The Automated Disbursements process disburses payments that have been authorized in Accounts Payable through either a check (AD document) or EFT (EFT document). AD/EFT documents are generated based on the scheduled payment date on the payment request (PRC, PRM or GAX) document. The Automated Disbursement process selects the payments, edits payments for validity, and processes payment adjustments.

The Disbursement Category on a payment request indicates sealed/unsealed and whether the check remains at Treasury for agency pickup, mailed, or sent back to the agency.

Checks will not be summarized at the vendor level. All payment request documents will be issued as single checks whether or not the Single Payment flag is selected on the payment request document.

Manual Disbursements

A Manual Disbursement (MD) document is used to record or generate a manual check. If a payment request document was established, it can be referenced on the MD. All MD documents will be sent through workflow for approval. A MD document will be used to either create a physical check or to record the accounting transaction associated with a Federal Wire Transfer or investment purchase.

MD documents that result in a physical check will be printed on-demand by Treasury after the MD document has been through workflow and is submitted to Final on the Document Catalog. Treasury must initiate the print job from within each MD document.

MD documents used to record Federal Wire Transfers and investment purchases do not result in a physical check, as the money has already been wired electronically. To record these types of transactions, The Adjusting Entry flag is selected on the Header of the MD document so a check number will not be issued and the Check Reconciliation table will not be updated. Additionally, Event Type 'D157' should be used on MD transactions for investment purchases using a Balance Sheet Account. Event Type 'D151' should be used on other MD transactions that require an Object.

Manual Disbursement (MD) Document - Accounting Section

MD - 625- 0600000029- 1- New- Final

Action Menu

Accounting Line	Line Amount	Check Amount	Event Type
1	\$1,000.00	\$1,000.00	DI51

Insert New Line
Insert Copied Line

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Accounting

General Information

Event Type :

DI51

Budget FY :

2006

Accounting Template :

Fiscal Year :

2006

Line Descr :

Period :

4

Check Descr :

Bank Account :

G1

Line Amount :

\$1,000.00

Vendor Inv No. :

00001

Check Amount :

\$1,000.00

Vendor Inv Ln :

1

Vendor Inv Dt :

03/08/2006

Tracking Date :

Service From Date :

03/09/2006

Service To Date :

03/09/2006

Replacement :



Disbursement Detail Query (DISBDQ)

The Disbursement Detail Query (DISBDQ) table displays detailed information from the AD, DC and MD documents and the Check Reconciliation table for disbursement documents. The Disbursement Detail Query page lists the specific payment requests associated with the disbursement document that is selected. This table will be accessible by departments to review disbursement details.

Disbursement Detail Query

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Disbursement Doc Type :

Vendor Code :

Disbursement Doc Code :

Payee Code :

Disbursement Doc Dept :

Vendor Invoice Number :

Disbursement Doc ID :

Check / EFT :

Payment Request Doc Code :

Payment Request Doc Dept :

Payment Request Doc ID :

Disbursement Doc ID	Disb. Line	Payment Doc ID	Payee Name	Payee Indicator	Vendor Invoice Number	Vendor Invoice Line	Line Amount	Contact Name	Contact Number	Check/EFT
✓ AD.758.AD00000172.1	1	GAX.100.06000000026.1	Chris Jones	V	3454344	1	\$33.00 00	502-573-6806	00000000000000	
AD.758.AD00000173.1	1	GAX.100.06000000027.1	Chris Jones	V	34324	1	\$33.00 00	502-573-6806	00000000000000	
AD.758.AD00000174.1	1	GAX.075.06000000025.1	Chris Jones	V	58932753	1	\$250.00 00	502-573-6806	00000000000000	
AD.758.AD00000175.1	1	PRC.527.06000000005.1	PR Test 1	V	A123	1	\$500.00	Julie Doane	502564-9641	00000000000000
AD.758.AD00000175.1	2	PRC.527.06000000005.1	PR Test 1	V	A123	2	\$2,000.00	Julie Doane	502564-9641	00000000000000
AD.758.AD00000175.1	3	PRC.527.06000000005.1	PR Test 1	V	A123	3	\$1,000.00	Julie Doane	502564-9641	00000000000000
AD.758.AD00000176.1	1	PRC.527.06000000006.1	PR Test 1	V	859LMN	1	\$250.00	Julie Doane	502564-9641	00000000000000
AD.758.AD00000176.1	2	PRC.527.06000000006.1	PR Test 1	V	859LMN	2	\$100.00	Julie Doane	502564-9641	00000000000000
AD.758.AD00000176.1	3	PRC.527.06000000006.1	PR Test 1	V	859LMN	3	\$300.00	Julie Doane	502564-9641	00000000000000
AD.758.AD00000177.1	1	PRC.670.06000000014.1	PR Test 1	V	1515151	1	\$7.50	Julie Doane	502564-9641	00000000000000

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